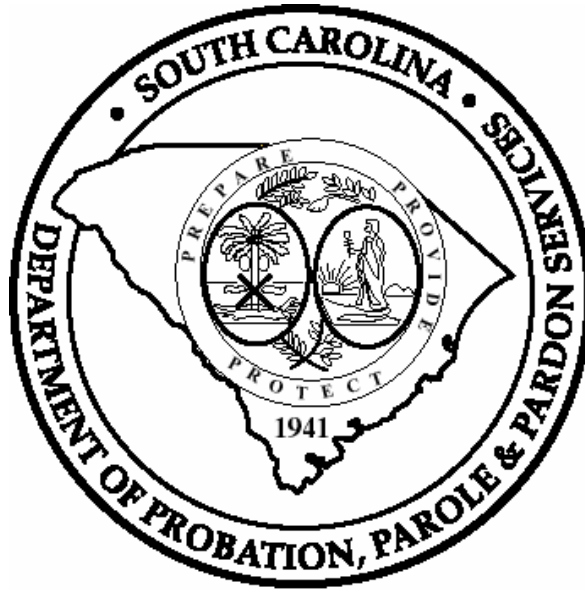


State of South Carolina

Department of Probation, Parole and Pardon Services



Fiscal Year 2008-09 Budget Plan

August 31, 2007

State of South Carolina
Department of Probation, Parole and Pardon Services

Mark Sanford
Governor



Samuel B. Glover
Director

2221 DEVINE STREET, SUITE 600
POST OFFICE BOX 50666
COLUMBIA, SOUTH CAROLINA 29250
Telephone: (803) 734-9220
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August 31, 2006

Mr. R. Lester Boles, Jr. Director
Budget and Control Board
Office of State Budget
1201 Main Street, 9th Floor
Columbia, SC 29201

Dear Mr. Boles:

Our Budget Plan for fiscal year 2008-09 includes five requests. The Department is requesting funding for Law Enforcement safety items, enhancements to offender drug testing programs, and for enhancements to network infrastructure. In addition, the Department is requesting non-recurring funding for the first year's operation of the Ignition Interlock program.

The Department requests that all existing provisos be continued for the fiscal year 2008-09, and that one new proviso be considered.

For information or assistance regarding these requests, please contact Mr. William Bray, Director of Budget and Legislative Services at 734-9336.

Sincerely,

Samuel B. Glover
Director

Attachments
SG/wfb

FISCAL YEAR 2008-09 BUDGET PLAN

I. EXECUTIVE SUMMARY

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. Statewide Mission:

The mission of the South Carolina Department of Probation, Parole and Pardon Services is to:

- **Prepare** offenders under our supervision towards becoming productive members of the community;
- **Provide** assistance to the victims of crimes, the courts and the Parole Board; and to
- **Protect** public trust and safety

C. Summary Description of Strategic or Long-Term Goals:

- (1) To effectively meet our public safety responsibilities
- (2) To maximize the availability and utilization of the Department's Information Management System
- (3) To continuously improve our processes
- (4) To deliver quality services to our customers and stakeholders
- (5) To optimize our financial resources and to be fiscally responsible
- (6) To provide for organizational growth and a capable, satisfied and diverse workforce.

D.

Summary of Operating Budget Priorities for FY 2008-09:		FUNDING					FTEs			
		State Non-Recurring	State Recurring	Federal	Other	Total	State	Fed.	Other	Total
Priority No.: 1	Title: Law Enforcement Safety Items	91,180	744,043	0	0	\$ 835,223	0	0	0	0.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name: 1172 – Community Supervision Regular										

Summary of Operating Budget Priorities for FY 2008-09:		FUNDING					FTEs			
		State Non- Recurring	State Recurring	Federal	Other	Total	State	Fed.	Other	Total
Priority No.: 2	Title: Enhancements to Offender Drug Testing Programs	2,997	250,000	0	0	\$ 252,997	3.00	0	0	3.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name: 1172 – Community Supervision Regular										
Priority No.: 3	Title: Implementation of Ignition Interlock	968,290	0	0	0	\$ 968,290	10.00	0	0	10.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name: 1172 – Community Supervision Regular										
Priority No.: 4	Title: Enhancements to Network Infrastructure	350,000	500,000	0	0	\$ 850,000	0	0	0	0.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name: 1172 – Community Supervision Regular										
TOTAL OF ALL PRIORITIES		\$ 1,412,467	\$ 1,494,043	\$ 0	\$ 0	\$2,906,510	13.00	0.00	0.00	13.00

E. Agency Recurring Base Appropriation:

State	\$ 23,047,846
Federal	\$ 0
Other	\$ 28,864,268

F. Efficiency Measures:

The Department continues to provide a lead role in a variety of initiatives that enhance offender supervision and accountability while also helping offenders successfully reenter their communities and the workplace. These initiatives are primarily supported by the Department's strong focus on enhancing offender success, and an expanding network of integrated partnerships with service providers.

- **Recruitment, Hiring and Retention Team:** A Recruitment, Hiring and Retention Team was convened to make recommendations for Department improvements in these areas. These recommendations were presented to agency managers in 2006 – 2007 and many of these were immediately undertaken for implementation.
- **Workload Review Team:** The Workload Review Team began working in 2005 – 2006 to incorporate the many changes made within the field into the workload model which is used to manage and allocate resources. Work was completed on the updated model (setup and program code writing) in 2006 – 2007. Divisional staff members were designated to coordinate data to regularly update the workload report and allow for monthly revision of the report. The workload initiative will be validated using expertise from the University of South Carolina in 2007 – 2008.
- **Strategic Planning Team:** The Department undertook a structured process of updating the existing strategic plan through facilitated discussions in each major functional area of the agency to identify short and long term goals and objectives in support of the organization's mission and vision. Feedback from all levels of staff obtained through facilitated statewide focus group sessions was utilized by the Department's Strategic Planning Team to prepare an updated Strategic Plan. The revised plan implemented in 2006 – 2007 included key strategic goals and associated strategies for attaining these goals. The team also proposed action items for goals and strategies for approval by the Department's Executive Management Team.
- **Offender Assessment Team:** The Department's Offender Assessment Team is comprised of staff members from PPP and representation from the SC Department of Corrections (SCDC) toward the goal of developing an assessment tool that will bridge across both agencies. The National Institute of Corrections (NIC) awarded a technical assistance grant to fund a consultant working initially with the team to plan the project. This remains a priority for the agency which continues to identify funding to realize this project.
- **Offender Management System (OMS):** The PPP Information Systems and Services Section completed work in rewriting the Department's automated offender information system and implementing the new Offender Management System for access and use by all PPP staff. Staff training on the new system began in April and is on-going to insure that each staff member working with offender information has the opportunity to receive training on the new system.

- **Offender Intake Focus Group:** The Director established an Offender Intake Focus Group comprised of field and central resource staff. They are reviewing offender intake protocols statewide and providing input into the development of a more comprehensive and uniform approach to this important facet of offender supervision.
- **Sex Offender Management:** As of June 2007, there were approximately 1,200 offenders on probation and parole in South Carolina that were required to register as sex offenders in the state. Approximately 1,000 are being supervised for an active sex offense. The Department convened a team of staff to recommend enhanced supervision strategies for sex offenders on probation and parole, and in January 2006, based on national strategies and team recommendations, the Department began using supervision strategies based on the national “containment approach.” This model blends a higher supervision level, special risk assessments, psycho-educational and behavioral modification techniques, and polygraph utilization into a comprehensive supervision and treatment approach. In June of 2006, Governor Sanford signed Jessie's Law, a bill aimed at protecting the state's children through tougher penalties for sex predators. The legislation imposed a mandatory minimum of 25 years in prison for sex predators, mandated Global Positioning Satellite (GPS) monitoring for sex offenders convicted of certain offenses, and provided the Department with jurisdiction of all offenders placed on GPS.
- **Communications Committee:** The Communications Committee is a standing committee comprised of a cross-section of agency staff convened to generate ideas, conduct research and propose solutions addressing a wide array of communications concerns.
- **Ignition Interlock Device Program Legislation:** On June 15th, Governor Sanford signed into law the “Prevention of Underage Drinking and Access to Alcohol Act”. Contained in this Act is a new Ignition Interlock Device Program which will be administered by SCDPPPS, SCDMV and SCDAODAS. PPP established an implementation team comprised of Department staff to accomplish goals associated with implementing this legislation and to interface with implementation teams from the other two agencies involved. The first meeting of the multi-agency implementation team was held in July.

Additional achievements:

- **SPICE Program:** The SPICE (Self Paced In Class Education) program is an inmate education and employment initiative. The faith-based initiative is a partnership of the South Carolina Department of Corrections (SCDC), the South Carolina Department of Probation, Parole and Pardon Services (PPP) and the Greenville, Piedmont, and Trident Technical Colleges designed to reintegrate the offender back into society.
- **Internet Crimes Against Children Taskforce:** The National ICAC Task Force, through the SC Attorney General's Office, sponsored a training event on September 11-15, 2006. The purpose of the training was to introduce attendees to the nationwide Internet Crimes Against Children (ICAC) Task Force Program and to familiarize participants with the team approach to offender management including the importance of parole/probation and law enforcement working together. Information presented included training on proactive and

reactive investigations involving internet crimes against children and internet preferential sex offender typologies. SCDPPS sent 18 Agents to this professional development training.

- **National Governors Association Annual Meeting:** The 98th Annual Meeting of the National Governors Association (NGA) was held in August in Charleston in 2006. The Department deployed a total of 42 Agents to assist SLED and other state and local law enforcement agencies with the security of the nation's governors and their families. PPP deployed to Charleston on Monday, July 31st. PPP agents participated in training conducted by the US Secret Service to prepare them for their specific details. The event was operated under the guidelines of the National Incident Management System (NIMS). The NGA events started on Friday, August 4th and ended on Monday, August 7th, 2006.
- **Statewide Hurricane Exercise:** On June 7th and 8th, 2006, the Department participated in a two day statewide hurricane drill called Hurricane Isabella. PPP staff (8 Agents) were deployed to a total of 8 TCP's (traffic control points) on June 7th to assist the SC Highway Patrol in the I-26 lane reversal exercise in ESF 16. Other staff members participating were assigned to direct the Department's tasks from the State EOC (Emergency Operation Center) and the PPP Headquarters was manned on both days to communicate and track all agency activities related to the drill.
- **National Project Safe Neighborhoods Training:** On June 7th and 8th, 2007, training was sponsored by the Department of Justice, the Bureau of Justice Assistance and American University on the topic of the national "Project Safe Neighborhoods" initiative. The District of South Carolina was selected to host this training, the first of its kind in the nation, based upon the strong partnership between the United States Attorney's Office and the South Carolina Department of Probation, Parole, and Pardon Services in the district's Project CeaseFire program. The two-day training provided representatives from the Western District of Arkansas, the Eastern District of North Carolina (New Bern) and the Eastern District of North Carolina (Fayetteville) with an opportunity to observe South Carolina's probation and parole program, and receive training from both the American Probation and Parole Association (APPA) and Michigan State University, as well as interact with their counterparts from around the country.
- **LiveScan** This grant project is enabling the Department to purchase electronic fingerprinting equipment for placement in our county offices. The equipment digitally scans fingerprints, supports the electronic integration of offender photos and allows for information integration into the Department's OMS database. It, in addition, enables the digital transmission and sharing of prints with other law enforcement entities anywhere in the state or nation in a timely and accurate manner. As of June 30, 2007, 26 counties received Live Scan devices, and training for staff in these counties has been initiated. The third year of grant funding was recently received for 14 additional units.
- **Victim Videoconferencing** This grant project provides staffing and services to victims attending parole and pardon hearings in at a remote video-conferencing site in Charleston County. Services include required notifications, accompaniment, response to questions and explanations of the outcome of the hearing. This site affords victims an option to attend parole hearings via videoconferencing rather than

having to travel to Columbia in order to do so. In 2007, the Department received grant funding to continue the videoconferencing from Charleston County and also received grants funds to begin operating a videoconference site for victims in the Spartanburg area.

- **Upgraded Field Radios** In June 2007, the Department was notified that it had received a federal which would allow the Department to upgrade approximately 59 field radios from analog to digital capabilities. This upgrade allows for field Agents to have interoperability with all other law enforcement officers while in the field.

G.

Summary of Capital Budget Priorities:			Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
TOTAL OF ALL CAPITAL BUDGET PRIORITIES			\$ 0	\$ 0	\$ 0	\$ 0

* If applicable

H. Number of Proviso Changes: One

I. Signature/Agency Contacts/Telephone Numbers:

Respectfully submitted _____

Director

Contacts:

Kela Thomas
Deputy Director for Administration
2221 Devine Street
Columbia, S.C. 29205
Phone: 734-9034 Fax: 734-9013

William Bray
Director of Budget and Legislative Services
2221 Devine Street
Columbia, S.C. 29205
Phone: 734-9336 Fax: 734-9013

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. Priority No. 1 of 4

C. (1) Title: Law Enforcement Safety Items

(2) Summary Description:

The goal of the Department is to provide Agents with the necessary safety equipment to perform their duties. The Department is requesting funding for law enforcement equipment, communication equipment and travel funding for the safety of our staff and to be used during emergency response deployments. The Department is required under Executive Order #99-11 and #2001-36, and by State Emergency Operations Plan ESF 6 (Mass Care), ESF 13 (Law Enforcement) and ESF 16 (Traffic Management) to provide equipment, communications, and personnel whenever the State Emergency Operations Plan is put into effect. At present the Department has insufficient communication and law enforcement equipment needed to comply with this mission.

(3) Strategic Goal/Action Plan (*if applicable*):

The first strategic goal of the Department is to meet our public safety responsibilities by promoting public safety through increased offender accountability ensuring that citizens are confident in the safety of their surroundings.

D. Budget Program Number and Name: II.A.1. Offender Supervision

E. Agency Activity Number and Name: 1172 – Community Supervision - Regular

F. Detailed Justification for Funding

(1) Justification for Funding Increase:

Necessary safety equipment to perform their duties:

Law Enforcement Equipment

The Department is requesting recurring funding for Agent Safety Equipment. In order to protect the safety of our agents in performing their duties it is essential that the proper safety equipment be provided. Recurring funds are being requested to establish a clothing rotation schedule. This clothing is used for the identification of our agents by the public, offenders, and other law enforcement. The Department is requesting non-recurring funds for the replacement of agent safety items such as flashlights, holsters, and firearms. All of this equipment is in excess of ten years old and is in deteriorating condition. The Department's current holsters are a Level I holster. The holsters being requested are a Level II which means that they are more secure and would make it more difficult for an offender to take an Agent's weapon in a struggle. The manufacture of the Department's weapons offers a program to replace at half price weapons every 10 years. By replacing the Department's weapons we can provide agents with reliable weapons and reduce the costs of repair and upkeep.

Body Armor

The Department is requesting recurring funding to establish a 5 year rotation on body armor for our agents. In addition, the Department is requesting non-recurring funding to purchase forty vests in order to become one-to-one for Agent staff. Agent staff is regularly in dangerous situations such as conducting warrant searches and home visits at the home of convicted criminals. This request will allow the Department to issue body armor as a standard safety equipment item to all agent staff.

Emergency response deployments

The Department of Probation, Parole and Pardon Services, along with SLED, the Department of Public Safety, and the Department of Natural Resources are the principal state resources available within the state for support of law enforcement activities during a crisis period. Under Executive Order #99-11 and #2001-36, and by State Emergency Operations Plan ESF 6 (Mass Care), ESF 13 (Law Enforcement) and ESF 16 (Traffic Management) the Department is required to provide equipment, communications, and personnel whenever the State Emergency Operations Plan is put into effect. Under ESF 6, the Department is required to provide all law enforcement support at emergency shelters throughout the state. Under ESF 13, the Department is required to assist SLED with law enforcement activities during times of crisis, and under ESF 16 the Department is required to assist the Department of Public Safety with traffic management operations.

In 2001, the Department's agent staff became C-1 law enforcement. The Department has not received any additional funding as a result of this change in classification. While the Department has also been a part of the emergency response system, the request to deploy the Department's Agents did not begin until the Department's Agent staff became C-1 certified. The addition of these duties which have

never been funded has resulted in reductions to critical supervision areas in order to support this new deployment function. The Department is requesting funding to offset the costs of the emergency operations plan activity.

Before submitting this request, the Department conducted a review of all available resources which could be used to fund this request. This review included looking at carry forward General Funds and Other Fund cash balances and the existing obligations against these funds. In reviewing the Department's existing obligations for General Fund carry forward and Other Fund cash balances the Department determined that there were insufficient funds available to fund this request.

The Department requires that approximately \$2.2 million be available to meet monthly cash requirements. In fiscal year 2007-08, 58.93% of the Department's budget is in Other and Federal Funds. Of the General Funds appropriated to the Department with the exception of Sex Offender Monitoring, only 2.1% or \$403,783 is in operating expense lines. As a result 97.9% of the Department's operating expenditures must come from Other and Federal Funds. Of the Department's four largest revenue sources only DACOR Admin Fees has a steady monthly pattern. Both Court Fine and Regular Supervision Fee revenue have fluctuating revenue patterns. These two sources alone account for 81.7% of the total Other Fund revenue during fiscal year 2006-07. The fourth largest revenue source, Miscellaneous Fee, is received only once each year during the third quarter of the fiscal year. Due to these fluctuations in revenue and the Department's reliance upon Other and Federal Funds it is imperative the sufficient cash balances be maintained.

As a result of this review the Department determined that Other Fund carry forward is insufficient to fund this request. The Department feels that additional funding is the lowest cost alternative for funding this request.

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses	91,180	744,043			\$ 835,223

Total	\$ 91,180	\$ 744,043	\$ 0	\$ 0	\$ 835,223
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$	23,047,846
Federal	\$	0
Other	\$	28,864,268

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State	481
Federal	0
Other	379

Agency-wide Vacant FTEs as of July 31, 2007: 32

% Vacant 3.72%

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. Priority No. 2 of 4

C. (1) Title: Enhancements to Offender Drug Testing Programs

(2) Summary Description:

To enhance drug detection programs operated within the Department to identify users of illegal drugs and abusers of prescription drugs and alcohol, and make necessary treatment referrals.

(3) Strategic Goal/Action Plan (*if applicable*):

The first strategic goal of the Department is to meet our public safety responsibilities by promoting public safety through increased offender accountability ensuring that citizens are confident in the safety of their surroundings.

D. Budget Program Number and Name: II.A.1. Offender Supervision

E. Agency Activity Number and Name: 1172 – Community Supervision - Regular

F. Detailed Justification for Funding

(1) Justification for Funding Increase:

The Department is requesting funding to enhance drug detection programs operated within the Department to identify users of illegal drugs and abusers of prescription drugs and alcohol, and make necessary treatment referrals. This identification will allow the Agent to intervene and assist the offender, thereby reducing the likelihood of the offender's failure under community supervision, promoting community safety and reducing recidivism. These enhancements will allow the Department to increase the number of offenders which have drug tests performed. Currently only those offenders with drug related offenses are tested. This funding will allow the Department to increase the number of offenders tested by conducting baseline tests at admission for certain offenders and maintenance testing of offenders. The objective of the drug testing program is:

- To deter offenders from illegal drug use, misuse of prescription drugs and alcohol abuse
- Reduce recidivism
- Promote Community Safety

In addition, the Department would be able to expand its current intervention, assessment and referral program operating in Greenville County to the remaining largest offices. The objective of this program is:

- To provide offenders with substance abuse needs, cost efficient and effective treatment.
- To provide more effective communication between the substance abuse counselor and the Agents
- To increase the offender's chance to successfully complete treatment.
- The location of the office would already be familiar to the offender.
- Decrease time frame when the offender tested positive, had intake and began treatment.
- Documentation of the offender's drug/alcohol tests, class attendance, etc would be accessible by all SCDPPPS staff.
- Offender violations would be addressed in a more timely fashion to assist the offender in receiving appropriate treatment.
- Deter continued illegal drug use, misuse of prescription medication and alcohol abuse.

Before submitting this request, the Department conducted a review of all available resources which could be used to fund this request. This review included looking at carry forward General Funds and Other Fund cash balances and the existing obligations against these funds. In reviewing the Department's existing obligations for General Fund carry forward and Other Fund cash balances the Department determined that there were insufficient funds available to fund this request.

The Department requires that approximately \$2.2 million be available to meet monthly cash requirements. In fiscal year 2007-08, 58.93% of the Department's budget is in Other and Federal Funds. Of the General Funds appropriated to the Department with the exception of Sex Offender Monitoring, only 2.1% or \$403,783 is in operating expense lines. As a result 97.9% of the Department's operating expenditures must come from Other and Federal Funds. Of the Department's four largest revenue sources only DACOR Admin Fees has a steady monthly pattern. Both Court Fine and Regular Supervision Fee revenue have fluctuating revenue patterns. These two sources alone account for 81.7% of the total Other Fund revenue during fiscal year 2006-07. The fourth largest revenue source, Miscellaneous Fee, is received only once each year during the third quarter of the fiscal year. Due to these fluctuations in revenue and the Department's reliance upon Other and Federal Funds it is imperative the sufficient cash balances be maintained.

As a result of this review the Department determined that Other Fund carry forward is insufficient to fund this request. The Department feels that additional funding is the lowest cost alternative for funding this request.

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*		3.00			3.00
(b) Personal Service		105,000			\$ 105,000
(c) Employer Contributions		33,600			\$ 33,600
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses	2,997	111,400			\$ 114,397
Total	\$ 2,997	\$ 250,000	\$ 0	\$ 0	\$ 252,997
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$	23,047,846
Federal	\$	0
Other	\$	28,864,268

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(2) Justification for New FTEs

(a) Justification:

The Human Services Coordinator I positions are to assist the offender in the successful completion of an alcohol/drug treatment program. This education will enable the offender to remain alcohol and drug free throughout supervision and hopefully after supervision is complete.

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title: Human Services Coordinator I					
(a) Number of FTEs	3.00				3.00
(b) Personal Service	105,000				\$ 105,000
(c) Employer Contributions	33,600				\$ 33,600

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State	481
Federal	0
Other	379

Agency-wide Vacant FTEs as of July 31, 2007: 32

% Vacant 3.72%

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. Priority No. 3 of 4

C. (1) Title: Implementation of Ignition Interlock

(2) Summary Description:

The Department is requesting the first years funding of the cost of the Ignition Interlock program. By funding this request the revenue collected from the participants can be deposited into the Ignition Interlock Fund thereby allowing the Fund to generate a cash balance that can be used to cover the expenditures of the program in future years.

(3) Strategic Goal/Action Plan (*if applicable*):

The first strategic goal of the Department is to meet our public safety responsibilities by promoting public safety through increased offender accountability ensuring that citizens are confident in the safety of their surroundings.

D. Budget Program Number and Name: II.A.1. Offender Supervision

E. Agency Activity Number and Name: 1172 – Community Supervision - Regular

F. Detailed Justification for Funding

(1) Justification for Funding Increase:

On June 15, 2007, the Governor signed into law Act 103 of 2007, the Prevention of Underage Drinking and Access to Alcohol Act. Included in this Act was legislation requiring the use of ignition interlock devices (IID) for second and subsequent DUI offenses. The Department of Probation, Parole and Pardon Services (PPP) has primary responsibility for managing the IID program. The Department partners with the Department of Motor Vehicles (DMV) and the Department of Alcohol and Other Drug Abuse Services (DAODAS) in this multi-agency program. In order to reduce the cost to oversee the IID program, the IID program was designed to utilize the electronic transfer and evaluation of data. Offenders are required to have their device inspected every sixty days and the data from this inspection sent to PPP. The fiscal impact statement was based on this principle. The Act creates an Interlock Device Fund which is used to cover the costs of managing the IID program and pay for indigent offenders.

In order to establish the Interlock Device Fund, PPP is requesting the first year's cost of the program so that revenue generated from the offenders can be deposited into the Fund generate a cash balance that can be used to cover the expenditures of the program in future years.

Before submitting this request, the Department conducted a review of all available resources which could be used to fund this request. This review included looking at carry forward General Funds and Other Fund cash balances and the existing obligations against these funds. In reviewing the Department's existing obligations for General Fund carry forward and Other Fund cash balances the Department determined that there were insufficient funds available to fund this request.

The Department requires that approximately \$2.2 million be available to meet monthly cash requirements. In fiscal year 2007-08, 58.93% of the Department's budget is in Other and Federal Funds. Of the General Funds appropriated to the Department with the exception of Sex Offender Monitoring, only 2.1% or \$403,783 is in operating expense lines. As a result 97.9% of the Department's operating expenditures must come from Other and Federal Funds. Of the Department's four largest revenue sources only DACOR Admin Fees has a steady monthly pattern. Both Court Fine and Regular Supervision Fee revenue have fluctuating revenue patterns. These two sources alone account for 81.7% of the total Other Fund revenue during fiscal year 2006-07. The forth largest revenue source, Miscellaneous Fee, is received only once each year during the third quarter of the fiscal year. Due to these fluctuations in revenue and the Department's reliance upon Other and Federal Funds it is imperative the sufficient cash balances be maintained.

As a result of this review the Department determined that Other Fund carry forward is insufficient to fund this request. The Department feels that additional funding is the lowest cost alternative for funding this request.

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*	10.00				10.00
(b) Personal Service	282,619				\$ 282,619
(c) Employer Contributions	93,625				\$ 93,625
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0

Other Operating Expenses	592,046				\$ 592,046
Total	\$ 968,290	\$ 0	\$ 0	\$ 0	\$ 968,290
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$	23,047,846
Federal	\$	0
Other	\$	28,864,268

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(3) Justification for New FTEs

(a) Justification:

The Program Coordinator II position would be responsible for the overall management of the IID program. The Program Assistant's position would be responsible for the review of all sixty day inspection reports and the assessment of Ignition Interlock Points. The Fiscal Analyst I position is responsible for the management of the Interlock Device Fund and the certification of service providers. The Application Analyst I position is responsible for maintaining the Ignition Interlock database, records and developing and maintaining the exchange of data between vendors and the partnering agencies. The P&P Agent positions are to provide law enforcement support in the prosecution of offenders found to be tampering with the device.

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title: Program Coordinator II					
(a) Number of FTEs	1.00				1.00
(b) Personal Service	35,414				\$ 35,414
(c) Employer Contributions	12,026				\$ 12,026

	State	Federal	Earmarked	Restricted	Total
Position Title: Program Assistant					
(a) Number of FTEs	3.00				3.00
(b) Personal Service	71,754				\$ 71,754
(c) Employer Contributions	24,368				\$ 24,368

	State	Federal	Earmarked	Restricted	Total
Position Title: Account/Fiscal Analyst I					
(a) Number of FTEs	1.00				1.00
(b) Personal Service	25,016				\$ 25,016
(c) Employer Contributions	8,495				\$ 8,495

	State	Federal	Earmarked	Restricted	Total
Position Title: Application Analyst I					
(a) Number of FTEs	1.00				1.00
(b) Personal Service	30,435				\$ 30,435
(c) Employer Contributions	10,336				\$ 10,336

	State	Federal	Earmarked	Restricted	Total
Position Title: P&P Agent					
(a) Number of FTEs	4.00				4.00
(b) Personal Service	120,000				\$ 120,000
(c) Employer Contributions	38,400				\$ 38,400

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State	481
Federal	0
Other	379

Agency-wide Vacant FTEs as of July 31, 2007: 32

% Vacant 3.72%

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. Priority No. 4 of 4

C. (1) Title: Enhancements to Network Infrastructure

(2) Summary Description:

The Department is requesting non-recurring funding to complete the integration of mission critical applications used by Agent staff in the supervision of offenders. The Department also requests non-recurring funds to develop the integration of agency critical applications for the tracking of department equipment and the managing of employee benefits and training records.

(3) Strategic Goal/Action Plan (*if applicable*):

The first strategic goal of the Department is to meet our public safety responsibilities by promoting public safety through increased offender accountability ensuring that citizens are confident in the safety of their surroundings.

D. Budget Program Number and Name: II.A.1. Offender Supervision

E. Agency Activity Number and Name: 1172 – Community Supervision - Regular

F. Detailed Justification for Funding

(1) Justification for Funding Increase:

In April 2007, the Department rolled out the new Offender Management System for access and use by all PPP staff. This was the first major rewrite of the system used by the Department to manage offenders. The major enhancement made to this system was making the system web based so that it can utilize the Department's mobile computer platform. This system will provide for greater operational efficiency by eliminating the need for agents to reenter data upon returning to the office. Now offender data is available to agents in the field while conducting home visits or in the courtroom. In addition, by the Department utilizing a web based system the Department can now share offender data with other law enforcement and victim organizations such as SCDC, SOVA, County Sheriff's, Federal Probation, etc.

Recurring:

The Department is requesting recurring funding to maintain the efficiencies gain through the use of mobile technology and to further enhance these efficiencies by upgrading existing bandwidth and changing office productivity software. In 2005, the Department began purchasing mobile computers utilizing one time federal grant funds. In total, the Department purchased 230 mobile computers utilizing these federal funds. These mobile computers are utilized by our agent staff in the day-to-day supervision of offenders and in the courtroom to provide real time offender data to Judges and courtroom staff. The remaining computers used by the Department are all leased. The remaining computers used by the Department are all leased. The Department is requesting recurring funds to lease replacement mobile computers to replace these which were purchased using one time federal grant funds.

With the increases in the demands placed on the Department's network through the use of mobile technology, the integration of agency applications, and the use of internet for the tracking of sex offenders, it is essential that the Department increase the bandwidth of the network. The Department is requesting recurring funds to increase the bandwidth of the network. By increasing the bandwidth of the network the Department can reduce the bottlenecks which impede efficiency.

In addition, the Department is requesting recurring funds to change the current office productivity software. Currently the Department is utilizing WordPerfect Suites as the office productivity software used by all staff. Microsoft Office is the standard office productivity software used by state agencies. In order to efficiently exchange information with other state agencies, law enforcement, and victim organizations the Department is requesting to change productivity software. This will improve efficiency and the need for duplicative office productivity software packages.

Non-Recurring:

The Department is requesting non-recurring funding to complete the integration to other mission critical applications used by Agent staff in the supervision of offender's parole information. The Department also requests non-recurring funds to developing the integration of agency critical applications for the tracking of department equipment and the managing of employee benefits and training records.

Before submitting this request, the Department conducted a review of all available resources which could be used to fund this request. This review included looking at carry forward General Funds and Other Fund cash balances and the existing obligations against these funds. In reviewing the Department's existing obligations for General Fund carry forward and Other Fund cash balances the Department determined that there were insufficient funds available to fund this request.

The Department requires that approximately \$2.2 million be available to meet monthly cash requirements. In fiscal year 2007-08, 58.93% of the Department's budget is in Other and Federal Funds. Of the General Funds appropriated to the Department with the exception of Sex Offender Monitoring, only 2.1% or \$403,783 is in operating expense lines. As a result 97.9% of the Department's

operating expenditures must come from Other and Federal Funds. Of the Department's four largest revenue sources only DACOR Admin Fees has a steady monthly pattern. Both Court Fine and Regular Supervision Fee revenue have fluctuating revenue patterns. These two sources alone account for 81.7% of the total Other Fund revenue during fiscal year 2006-07. The forth largest revenue source, Miscellaneous Fee, is received only once each year during the third quarter of the fiscal year. Due to these fluctuations in revenue and the Department's reliance upon Other and Federal Funds it is imperative the sufficient cash balances be maintained.

As a result of this review the Department determined that Other Fund carry forward is insufficient to fund this request. The Department feels that additional funding is the lowest cost alternative for funding this request.

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses	350,000	500,000			\$ 850,000
Total	\$ 500,000	\$ 500,000	\$ 0	\$ 0	\$ 850,000
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$	23,047,846
Federal	\$	0
Other	\$	28,864,268

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(4) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State	481
Federal	0
Other	379

Agency-wide Vacant FTEs as of July 31, 2007: 32

% Vacant 3.72%

H. Other Comments:

III. DETAILED JUSTIFICATION FOR CAPITAL BUDGET PRIORITIES

- A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services
- B. Priority No. ____ of ____
- C. Strategic Goal/Action Plan *(if applicable)*:
- D. Project Name and Number *(if applicable)*:
- E. Agency Activity Number and Name:
- F. Description of Priority:
- G. Detailed Justification for Funding

(1) Justification for Funding Priority:

(2)

Total Project Cost Estimates:	Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Total Project Cost*				\$ 0

** If additional annual operating costs from any source of funding are anticipated upon project completion please complete Sections H and I (Justification for Additional Future Annual Operating Costs) below.*

H. Justification for First Year Additional Future Annual Operating Costs:

(1) Will additional annual operating costs be absorbed into your existing budget? _____

If not, will additional state funds be needed in the future? _____

If state funds will not be needed in the future, explain the source(s) that will be used. _____

(2) First Fiscal Year Additional Annual Operating Costs Are Anticipated: _____ Will this fiscal year require a partial or full year's operating funds? _____ If a partial year's funds are required, what portion of the year does it cover? _____

(3)

Additional Annual Operating Cost Details:	State Non-Recurring	State Recurring	Federal	Other	Total
Total Costs:					
(a) Number of FTEs					0.00
(b) Total Personnel Costs					\$ 0
(c) Furniture/Equipment					\$ 0
(d) Other Operating Costs					\$ 0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

I. Justification for First Full Year Additional Future Annual Operating Costs *(If Section H above represents a full year's operating funds, do not complete this section.)*

(1) Will additional annual operating costs be absorbed into your existing budget? _____

If not, will additional state funds be needed in the future? _____

If state funds will not be needed in the future, explain the source(s) that will be used. _____

(2) First Full Fiscal Year Additional Annual Operating Costs Are Anticipated: _____

(3)

Additional Annual Operating Cost Details:	State Non-Recurring	State Recurring	Federal	Other	Total
Total Costs:					
(a) Number of FTEs					0.00
(b) Total Personnel Costs					\$ 0
(c) Furniture/Equipment					\$ 0
(d) Other Operating Costs					\$ 0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

J. Other Comments:

FY 2008-09 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

I. PRIORITY ASSESSMENT OF ACTIVITIES – HIGHEST PRIORITIES

A. Agency Section/Code/Name: Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B.

Priority Assessment of Activities – Highest Priorities	General	Federal	Supplemental	Capital Reserve	Other	Total	FTEs
Activity Number & Name: 1172 Community Supervision – Regular	15,878,472	0	0	0	20,672,700	\$36,551,172	671.00
Activity Number & Name: 1173 Community Supervision - Intensive	1,187,109	0	0	0	1,548,841	\$ 2,735,950	34.00
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
TOTAL OF HIGHEST PRIORITIES	\$ 17,065,581	\$ 0	\$ 0	\$ 0	\$22,221,541	\$39,287,122	705.00

FY 2008-09 ACTIVITY PRIORITY ADDENDUM

II. PRIORITY ASSESSMENT OF ACTIVITIES – LOWEST PRIORITIES

A. **Agency Section/Code/Name:** Section 52 / N08 / SC Department of Probation, Parole and Pardon Services

B. **Agency Activity Number and Name:** 1177 Parole Board Support

C. **Explanation of Lowest Priority Status:**

The primary mission of the Department is to supervise offenders. The Department is mandated by SC Code Title 24 Chapter 21 to provide pre-parole investigations and provide administrative, technical and staffing support to the Parole Board. This activity is a support role for the Department.

D. **Estimate of Savings:**

Estimate of Savings:	General	Federal	Supplemental	Capital Reserve	Other	Total
Personnel:						
(a) Number of FTEs	9.00	0	0	0	9.00	18.00
(b) Personal Service	403,676		0	0	389,510	\$ 793,186
(c) Employer Contributions	135,482		0	0	129,527	\$ 265,009
Program/Case Services	0	0	0	0	0	\$ 0
Pass-Through Funds	0	0	0	0	0	\$ 0
Other Operating Expenses	0	0	0	0	31,950	\$ 31,950
Total	\$ 539,158	\$ 0	\$ 0	\$ 0	\$ 550,987	\$ 1,090,145

E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

This activity coordinates pre-parole investigations, verification of detainees, the release of inmates granted parole, psychological testing for those cases granted conditional parole and provides administrative, technical, and staffing support to the Parole Board. Case summary reports are provided to Board members two weeks prior to each hearing date. This activity schedules parole eligible offenders for hearings within six months of hearing dates and schedules pardon hearings within thirty days of receipt of the completed investigation for the field.

F.

Summary of Priority Assessment of Activities – Lowest Priorities	General	Federal	Supplemental	Capital Reserve	Other	Total	FTEs
Activity Number & Name: 1177 Parole Board Support	539,158	0	0	0	550,987	\$1,090,145	18.00
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
TOTAL OF LOWEST PRIORITIES	\$ 539,158	\$ 0	\$ 0	\$ 0	\$ 550,987	\$1,090,145	18.00